

AOTEA

KAIRURUKU KAUPAPA–PROJECT COORDINATOR

We are looking for a magical being...someone who is keen to be a part-time project co-ordinator who will help us to drive our very exciting Aotea project. Ideally we would like a hapū member with the following project co-ordination skills and experience:

- Report Writing
- Organisation Skills
- Time-management
- Proven project delivery
- Relationship skills
- Kaumātua/Rangatahi wrangler

The key tasks for the role:

- Co-ordinate the organisation of hui/wānanga
 - o Arrange dates & communication out to whānau
 - o Prepare communications plan internal/external
 - o Prepare hui kaupapa & agenda
 - o Arrange associated logistics
 - o Oversee H & S Planning
- Manage oral historical and interviews with whānau
 - o Liaise with NT Comms
 - o Develop opportunities for rangatahi to learn and lead
- Write up final report which incorporates geological and hapū information/findings
- Manage reporting components back to GNS Science/MBIE

This is a part-time paid role and we do have some budget for travel so distance needn't be an issue.

If you are interested, please send us a recent photo (just kidding)... please send us a one-page expression of interest outlining why you would like the role and how it aligns with your amazing personality, skills and experience as well as your hourly rate expectations.

Lodge expressions of interest with Susan Wallace, Tumuaki, by **13 March 2017**.

Susan.Wallace@ngaitahu.iwi.nz | Te Rūnanga o Makaawhio | 56 Brittan Street, Hokitika 7810 | PO Box 225, Hokitika 7842 | Ph 03 7557885 | Mobile 0275557885

Whatungarongaro te tangata, toitū te whenua
Developing the earth science capacity and expertise of Makaawhio

A Vision Mātauranga Capability Fund Project with GNS/Te Pū Ao sponsored by the Ministry of Business, innovation and Employment

